

**RATIONALE:**

The education of students is an undertaking that should be shared among employees, parents and guardians, and members of the community. Involvement of volunteers is encouraged in activities for which the volunteer is qualified, which benefit the school, and which do not interfere with employees performing their regular duties or result in the displacement of an employee. While encouraging the community context of schooling, the district expects its schools to be safe, secure, and caring environments for students. Therefore, appropriate safeguards respecting the selection, role, and supervision of volunteers must support the use of volunteers. The district, through its employees, must maintain control of school programs and school-sponsored activities.

**PROCEDURE:**

**1. Application and Selection**

- 1.1 Interested volunteers will complete a [Volunteer Application Form](#) and submit it to the school office for review by the principal. The application and related documentation will be maintained at the school.
- 1.2 Principals are responsible for the school's volunteer program including determining school needs for volunteers and selecting appropriate volunteers to meet those needs.
- 1.3 Volunteers must undergo a criminal record check prior to being assigned volunteer duties. The school will provide the consent form for the check. At the discretion of the principal, individuals who volunteer on an occasional basis and who have limited, supervised contact with students (e.g., transporting equipment with no students in the vehicle, collecting tickets at the door of a school event) may be exempt from a criminal record check. (Note: if there is a change to the type of volunteer work to be performed a criminal record check will be required in advance of the change.). Criminal record checks will be renewed every three years.
- 1.4 Principals will maintain a list of volunteers, the status of their criminal record checks, and the tasks they are approved to perform.

**2. Orientation**

An orientation for volunteers conducted by the principal or designate should include a review of relevant and applicable policies and procedures. This includes but is not limited to procedures for student safety, a duty to report, expectation of confidentiality, and expectations with respect to the conduct of volunteers in the school.

### **3. Assignment of volunteers**

- 3.1 Principals will assign volunteer duties according to school needs and suitability and interest of volunteers.
- 3.2 Volunteers may not perform work that violates Collective Agreements with the district bargaining units.
- 3.3 Volunteers must not be assigned tasks which would violate the privacy of students or their families or permitted access to student records.
- 3.4 Volunteers must not undertake tasks requiring educational decisions.
- 3.5 The supervising staff member shall provide any necessary direction or specific instruction related to the volunteer's assignment.

### **4. Supervision**

- 4.1 Volunteers are visitors and must report to the office on arrival.
- 4.2 Volunteers work under the direction of the schools' professional staff (principals, vice-principals, and teachers).
- 4.3 The supervising staff member will provide timely and respectful feedback to volunteers regarding any concerns or direction concerning their work or conduct.
- 4.4 Volunteers may be asked to discontinue their service if their help is no longer needed, their involvement becomes counter-productive, or they fail to meet their commitment.

### **5. Conduct of Volunteers**

- 5.1 Volunteers shall meet all the criteria of conduct required of school district staff, shall not be under the influence of or in possession of illicit drugs or alcohol, not be in possession of weapons, maintain confidentiality of students and of school matters, and comply will all relevant and applicable legislation and school district policies.
- 5.2 Complaints about volunteers will be handled by the school principal.

### **6. Liability, Insurance and Expenses**

- 6.1 Claims, other than for libel or slander, against volunteers for damages for acts or omissions in the provision of volunteers' services for the Board are disallowed under Section 94(1.1) of the School Act, except where the volunteer has been guilty of dishonesty, gross negligence, malicious or willful misconduct.
- 6.2 The Board's liability insurance coverage applies to volunteers who are engaged in activities authorized by the School District or school.

- 6.3 Where any incident or accident occurs that may conceivably give rise to a claim against a volunteer or the school board, the volunteer must promptly provide all information to the school to further its insurance claim.
- 6.4 Volunteers are responsible for their own injury coverage.
- 6.5 No honorarium or fee for services may be paid to volunteers.
- 6.6 Volunteers may be reimbursed for out-of-pocket expenses if previously approved.

## **7. Annual Review**

The principal should review the school's volunteer program annually with the Parents' Advisory Council.